



CERTIFICATE OF OCCUPANCY POLICY

PURPOSE

Certificates of Occupancy are issued for non-residential buildings and tenant spaces (this includes apartment buildings, but not individual dwelling units within the buildings). Prior to issuance, inspections are performed so that the Building Inspection Department can determine that the building or space is safe to occupy.

WHEN REQUIRED

A Certificate of Occupancy shall be obtained:

- ◆ Prior to occupancy of new non-residential buildings or apartment buildings.
- ◆ Prior to occupancy (or re-occupancy) of a non-residential tenant space.
- ◆ When a new owner purchases a non-residential property or apartment building and requests power and or gas to be released under the new owners name.
- ◆ Prior to receiving permanent electrical power or gas to a non-residential building or tenant space.
- ◆ Prior to altering the use (or occupancy as defined by the building code) of any building.

HOW TO OBTAIN CERTIFICATE OF OCCUPANCY

An application (available at the permit counter of the Building Inspection Department) must be completely filled out. The Certificate of Occupancy application fee is \$50.00.

The Certificate of Occupancy application will be reviewed by the Building Inspection Department staff. If all is in order with the application, a representative of the Building Department will call the applicant (usually within 24 hours of application submittal) to schedule an appointment for inspections.

Power is required to the building or space in order for the inspections to be made. If the building or space does not have power, it will be necessary for the owner or applicant to submit a "clean and show" Certificate of Occupancy application (see below). Once inspections are made and power turned on, the applicant may submit a standard Certificate of Occupancy application.

The following inspections will be performed prior to issuance of a Certificate of Occupancy:

****BUILDING INSPECTION**ELECTRICAL INSPECTION****
****PLUMBING INSPECTION** MECHANICAL INSPECTION****
****FIRE DEPARTMENT INSPECTION****
****HEALTH DEPARTMENT INSPECTION****
(only where food preparation/handling is involved)

If any of the inspections are not passed, the applicant will be mailed a letter outlining the items to be corrected.

If all inspections pass, a “green tag” will be left at the property. The Building Department will have the utilities released by the utility companies (the owner or tenant is responsible for setting up an account with the utility company).

“CLEAN AND SHOW” CERTIFICATE OF OCCUPANCY

Occasionally a building owner will want to have the utilities turned on in an unoccupied building for the purpose of maintenance, cleaning, showing it to a prospective tenant or buyer, or for the Building Department to perform inspections. In these cases, the Building Department can issue a “clean and show” Certificate of Occupancy. The procedure for obtaining the “clean and show” Certificates of Occupancy is similar to a regular Certificate of Occupancy (the Fire Department does not perform an inspection) and minor code violations are not noted. The Building Department authorizes the utility companies to provide power for 30 days and NO occupancy is permitted. The Clean and Show application fee is \$50.00.

TEMPORARY POWER

Often, during the later stages of construction, a Building Contractor may wish to have electricity, gas or both turned on in a building. The builder may fill out a written request for a temporary release of utilities. This application form clearly states that the building shall not be occupied prior to issuance of a Certificate of Occupancy. After the builder completes this application, the appropriate inspections are performed. If these inspections pass, the Building Department will authorize the release of utilities in the contractors name for a 30 day time period. This option is only available in connection with a construction permit.